



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting and Auditing – Bureau of Unclaimed Property

HOLDER REPORTING ONLINE SYSTEM USER MANUAL

Updated December 2012

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1. INTRODUCTION

1.1 OVERVIEW

The Holder Reporting Online System has been designed to provide a safe and secure environment for entities (holders) to report and remit unclaimed property to the Florida Department of Financial Services, Bureau of Unclaimed Property.

1.2 PURPOSE

The purpose of this document is to provide a simple, yet comprehensive, training manual for users of the Holder Reporting Online System. This manual contains a detailed explanation of all the options available from registering to report submission and payment.

2. REGISTER TO USE THE SYSTEM

To register to use the Holder Reporting Online System, click on the [register to file online](#) button located under the **Instructions** tab or the **REGISTER** button located under the **Online Filing** tab as indicated by the red arrows below.

The screenshot shows the FLTreasureHunt.org website. The header includes the site name, the Chief Financial Officer's name (Jeff Atwater), and navigation links (Home, Events, Contact Us, Log In). The main heading is "Unclaimed Property Reporting Information". Below this, there is a section for "Report Filing Deadline" stating that reports are due April 30, 2013. A note specifies that Florida is not a November 1st filing state. The "Instructions" tab is selected, showing a list of links and instructions for reporting. A red arrow points to the "register to file online" link in the "Before submitting online" section.

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

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Unclaimed Property Reporting Information

[Chapter 717, Florida Statutes](#) and [Chapter 59I-20, Florida Administrative Code](#), provide the requirements for holders (i.e. corporations, retailers, public entities, etc.) to report and remit unclaimed property. If you are searching for unclaimed property for yourself or a loved one, go to [Unclaimed Property Search](#).

Report Filing Deadline

The next unclaimed property report and remittance are due April 30, 2013 for property that will become unclaimed as of December 31, 2012.

FLORIDA IS NOT A NOVEMBER 1st FILING STATE.

Prior year reports and remittance that were not submitted by the annual due date may be assessed a penalty per Chapter 717, Florida Statutes.

You may either file online, or continue to file by mail.

Instructions Online Filing Filing By Mail Payment Remittance Other Information

Review the [Reporting Instructions Manual](#) before preparing and submitting the unclaimed property report and remittance.

Preparing Unclaimed Property Report

A report identifying 25 or more properties must be in the required NAUPA Standard Format for electronic filing. A report identifying fewer than 25 properties may be submitted using the Department's reporting forms found under [Filing by Mail](#).

[Electronic Reporting Software and Instructions](#) is free NAUPA endorsed software that will create the electronic report in the required NAUPA Standard Format.

⇒ [NAUPA Standard Format](#) contains information on the required format for submitting electronic reports.

Submitting Your Reports(s)

After preparing your report, you may submit the report with remittance either [by mail](#) or [online](#). Emailing your report is not acceptable.

Before submitting online, you must [register to file online](#) and also have a Florida assigned Unclaimed Property Identification Number.

Florida Assigned Unclaimed Property Identification Number

If you have not been provided an Unclaimed Property Identification Number, or if you do not know your Unclaimed Property Identification Number, [click here](#).

Holder Education Workshops/Seminars Information on holder education workshops and seminars

Payment/remittance is due when you submit your report, regardless of whether you submit by mail or online.

Financial Institution Safe Deposit Box Reporting

- ⇒ [Numismatic List for Financial Institutions](#) View details on coins and paper currency which should be remitted to the Department in their original form, due to their numismatic or collectible value.
- ⇒ [Miscellaneous Papers List for Financial Institutions](#) A list of miscellaneous papers that should not be remitted to the Department.
- ⇒ [Bank Inventory Sheet for Financial Institutions](#) designed to assist financial institutions to inventory abandoned safe deposit boxes and make the inventory process more efficient.



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[Log In](#)

Unclaimed Property Reporting Information

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[Instructions](#)

[Online Filing](#)

[Filing By Mail](#)

[Payment Remittance](#)

[Other Information](#)

Online Filing


After registering to use the Holder Reporting Online System, you may use it to submit required unclaimed property reports and remittance in a safe and secure environment.

Instruction Manual

Review the [Reporting Instruction Manual](#) before you begin. It contains information such as property types, due diligence requirements, report due dates, dormancy periods, etc.

Before you begin...

Prior to submitting your report online, you must:

- 1) [REGISTER](#) to file online. 
- 2) Prepare your report(s) in the NAUPA standard format ([Get free NAUPA endorsed software](#) that will create the electronic report in the required format)

Have ready...


Before accessing the Holder Reporting Online System, you must have:

- 3) The Florida assigned Unclaimed Property Identification Numbers for each report to be submitted. If you do not know your organization's Unclaimed Property Identification Number or you would like to request one, please [click here for instructions](#).
- 4) The bank routing number and account number to be used for the online payment (required upon submission).

 [LOGIN](#)

2.1 ONLINE FILING USER REGISTRATION PAGE

The registration links mentioned above will open up the page below to start the registration process.



[Home](#) [Events](#) [Contact Us](#) [Log In](#)

FLTreasureHunt.org

Division of Accounting and Auditing, Bureau of Unclaimed Property

Online Filing User Registration

Online Filing User Registration

Registration Information

You must register with the Florida Department of Financial Services, Bureau of Unclaimed Property to utilize the Holder Reporting Online System.

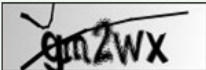
IMPORTANT A letter was previously sent to each active holder currently in the Florida Bureau of Unclaimed Property's database which provided information on the Holder Reporting Online System. This letter included the Unclaimed Property Identification Number and the corresponding FEIN number that the holder **must use** when registering to access the Holder Reporting Online System.

If you do not know your Florida assigned Unclaimed Property Identification Number, [click here](#)

* DENOTES A REQUIRED FIELD.

Online Filing User Registration

Name	(First) *	(Last) *	
	<input type="text"/>	<input type="text"/>	
Phone Number	(Area Code) *	(Number) *	(Extension)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	<input type="text"/>		
Re-Enter Email Address *	<input type="text"/>		
Desired User ID *	<input type="text"/> (must be exactly 8 alphanumeric characters long)		
Desired Password *	<input type="text"/> (one lowercase letter, one uppercase letter, one special symbol like @#\$%!'*, one digit from 0-9, and be at least 8 characters long.)		
Re-Enter Password *	<input type="text"/> (must match desired Password. DO NOT cut and paste.)		
Company FEIN *	<input type="text"/> (must be exactly 9 numbers.)		
Unclaimed Property ID *	<input type="text"/> (numbers only)		
Security Question #1 *	Select Security Question <input type="button" value="v"/>		
Answer #1 *	<input type="text"/> (must be greater than 1 character)		
Security Question #2 *	Select Security Question <input type="button" value="v"/>		
Answer #2 *	<input type="text"/> (must be greater than 1 character)		



Please enter the text from the image on the left. If the text on the image is unclear, click 'Refresh Image' to see another image.

☐ I understand and agree that the information I've provided (i.e. email address, phone number, and name) , will be used by the Department for all related correspondence.

2.1.1 Requirements to Register

- You must be an active holder in our system
- You must have your Unclaimed Property Identification Number (UPID) issued by the Department
- You must have your Federal Employer ID (FEID) Number that is associated with the UPID in our system

If you do not know the UPID for your organization, you can select the [click here](#) link at the top of the page (see red arrow above) and information will be provided on how to obtain the UPID.

IMPORTANT - The registration should be in the name of the representative from your organization who will be responsible for submitting the annual report through this system.

2.1.2 Registration Page Fields Specifications

- ❑ **Name (First) and (Last):** Names must be alpha and more than 1 character.
- ❑ **Phone Number (Area Code), (Number) and (Extension):** Area Code - must be 3 digits; Number - must be 7 digits (**no dashes or spaces**); Extension - not more than 10 digits.
- ❑ **Email Address:** Must be in a valid email address format.
- ❑ **Re-Enter Email Address:** Must exactly match what was entered for the Email Address.
- ❑ **Desired User ID:** Must be alpha, numeric or a combination of both and be exactly 8 characters long.
- ❑ **Desired Password:** Must contain 1 lowercase letter, 1 uppercase letter, 1 special symbol like @\$%^&, 1 number from 0-9 and be at least 8 character long.
- ❑ **Re-Enter Password:** Requires you to repeat the desired password.
- ❑ **Company FEIN:** Must be 9 numbers (**no dashes or spaces**) and should match what we have in our system for your UPID.
- ❑ **Unclaimed Property ID:** Must be numeric and be valid for the Company FEIN entered. You will receive an error message if you input a UPID that does not match what we have in our system against your FEIN.
- ❑ **Security Question #1:** Question must be selected.
- ❑ **Answer #1:** Must be greater than 1 character.
- ❑ **Security Question #2:** Question must be selected.
- ❑ **Answer #2:** Must be greater than 1 character.

- ❑ **Input Text from Image:** Must match to exactly what is in the image on the left.
- ❑ **Statement Check Box:** Must be checked to proceed with registration.
- ❑ **Back Button:** Click to take you back to the Unclaimed Property Reporting Information page.
- ❑ **Submit Button:** Click this button to continue. An email confirming your registration will be sent to the email address provided in the registration process above.

2.2 HOLDER CONTACT INFORMATION PAGE

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

Home Events Contact Us Log Out

Holder Contact Information

Please review the below holder contact information that is stored in our database and make any correction as needed, then click the Update/Continue Button.

* DENOTES A REQUIRED FIELD.

Holder Contact Information			
Contact Name	(First) *	(Last) *	(Middle)
Contact Phone Number	(Area Code) *	(Number) *	(Extension)
Contact Fax Number	(Area Code)	(Number)	
Contact Email Address *			
Contact Street Address *			
Address Line 2			
Address Line 3			
City/State/Zip	(City) *	(State) *	(Zip Code) *
		Select A Value..	

Update/Continue

The above holder contact information screen will appear the first time after you submit your registration and also periodically for updates. It will be pre-populated with the holder contact information currently available in the Bureau's database that matches the UPID number you have

entered. You are required to verify and update the contact information where applicable, and then click the Update/Continue button to save your changes and continue.

2.2.1 Holder Contact Information Page Fields Specifications

- ❑ **Contact Name (First), (Last) and (Middle):** Names must be alpha and more than 1 character.
- ❑ **Contact Phone Number (Area Code), (Number) and (Extension):** Area Code - must be 3 digits; Number - must be 7 digits (no dashes or spaces); Extension - not more than 10 digits.
- ❑ **Contact Fax Number (Area Code) and (Number):** Area Code must be 3 digits and Number must be 7 digits.
- ❑ **Contact Email Address:** Must be in a valid email address format.
- ❑ **Contact Street Address, Address Line 2 and Address Line 3:** Must be a valid mailing address.
- ❑ **City:** Must be a valid city.
- ❑ **State:** Must be a valid state.
- ❑ **Zip Code:** Must be 5 or 9 numbers (no dashes or spaces).
- ❑ **Update/Continue Button:** Click this button to save your information and continue to the Holder Reporting Online System Dashboard page.

3. HOLDER REPORTING ONLINE SYSTEM DASHBOARD



The above screen will be displayed upon successful access to the Holder Reporting Online System. This screen lists all the available menu options for the online system.

- ❑ **Add New:** Select this link when you are ready to submit an unclaimed property report to the Bureau. **IMPORTANT!!** – Your electronic file must be in the required NAUPA format.
- ❑ **Pending Reports:** Select this link to view unclaimed property reports loaded into the online system that have not yet been submitted to the Bureau.
- ❑ **Error Reports:** Select this link to view the error report(s) for rejected unclaimed property report(s). .
- ❑ **Report History:** Select this link to view the list of unclaimed property reports submitted to the Bureau through the online system.

3.1 ADD NEW REPORT OPTION



This link will take you to the options available for submitting your unclaimed property report. When the Add New Report option is selected you will first be taken to the screen below to input information for the person **who is authorized** by the holder to execute and submit the unclaimed property report(s).



[Home](#) [Events](#) [Contact Us](#)

[Log Out](#)

Holder Reporting Online System

Submitter's Contact Information

You have selected the Submit New Report option. Before continuing with your unclaimed property report submission, the following is required:

1. You must have the Florida assigned Unclaimed Property Identification Number (UPID) for each report to be submitted.
2. You will need your bank routing number and account number if you select our online payment option.
3. If you are submitting your unclaimed property report in an electronic file, it must be in the NAUPA standard format.

Please provide the below information for the person who is authorized by the holder to execute the unclaimed property report(s).

*** DENOTES REQUIRED FIELD.**

Name of Person *	(First) *	(Last) *
	<input type="text"/>	<input type="text"/>
Title *	<input type="text"/>	
Telephone Number *	(Area Code) *	(Number) * (Extension)
	<input type="text"/>	<input type="text"/>
Email Address *	<input type="text"/>	

- ❑ **Name of Person (First), (Last) and (Middle):** Names must be alpha and more than 1 character.
- ❑ **Title:** Can be alphanumeric and must be more than 1 character.
- ❑ **Telephone Number (Area Code), (Number) and (Extension):** Area Code - must be 3 digits; Number - must be 7 digits (**no dashes or spaces**); Extension - not more than 10 digits.
- ❑ **Email Address:** Must be in a valid email address format.
- ❑ **Back Button:** Click this button to take you back to the Holder Reporting Online System Dashboard page.
- ❑ **Continue Button:** Click this button to save your information and continue to the Report Submission Options page.

Report Submission Options - You have two options for filing your unclaimed property report(s):

- ❑ **Upload Electronic File(s):** This option is used to submit unclaimed property report(s) that are in the NAUPA format and ready to be uploaded. Files not in the NAUPA standard format will not be accepted.
- ❑ **Input Zero Report(s):** This option can only be used if you do not have any unclaimed property to report this year for your organization.

NOTE: You can submit an unclaimed property report for each option as long as it meets the requirements for the selected option.

The screenshot displays the FLTreasureHunt.org website interface. At the top, there is a banner with the text "FLTreasureHunt.org" and "Division of Accounting and Auditing, Bureau of Unclaimed Property". To the right of the banner is a portrait of Jeff Atwater, Chief Financial Officer of the Florida Department of Financial Services. Below the banner is a navigation bar with links for "Home", "Events", "Contact Us", and "Log Out". The main heading is "Holder Reporting Online System". Below this is a section titled "Report Filing Options" in blue text. A message states: "There are two options for filing your unclaimed property report(s). Select the tab below and proceed with your submission." Below this message are two tabs: "Upload Electronic File" (which is selected) and "Input Zero Reports". Under the "Upload Electronic File" tab, there is an information icon and text explaining the process: "This option allows you to upload the electronic file(s) for your unclaimed property report(s) to be submitted. Click the 'Browse' button to select your electronic file to be submitted and then click the 'Add to Submission' button. After all electronic files and zero reports (if applicable) have been added, click the 'Continue' button." Below this text is a form area with a label "Select File To Upload:" followed by a text input field, a "Browse..." button, and an "Add to Submission" button. At the bottom of the form area is a "Continue" button.

CHIEF FINANCIAL OFFICER
JEFF ATWATER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

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Holder Reporting Online System

Report Filing Options

There are two options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.

Upload Electronic File Input Zero Reports

i This option allows you to upload the electronic file(s) for your unclaimed property report(s) to be submitted. Click the "Browse" button to select your electronic file to be submitted and then click the "Add to Submission" button. After all electronic files and zero reports (if applicable) have been added, click the "Continue" button.

Select File To Upload: Browse... Add to Submission

Continue

3.1.1 Upload Electronic File(s) Option

3.1.1.1 ELECTRONIC FILE(S) UPLOAD AND VALIDATION

The screenshot shows the FLTreasureHunt.org website. The header includes the site name, a photo of Chief Financial Officer Jeff Atwater, and navigation links: Home, Events, Contact Us, and Log Out. The main heading is "Holder Reporting Online System". Below this is a section titled "Report Filing Options".

There are two options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.

WARNING!!! The unclaimed property report(s) must be completed and submitted within five (5) business days or unsubmitted report(s) will be deleted.

The interface has two tabs: "Upload Electronic File" (selected) and "Input Zero Reports".

Under the "Upload Electronic File" tab, there is an information icon and text: "This option allows you to upload the electronic file(s) for your unclaimed property report(s) to be submitted. Click the 'Browse' button to select your electronic file to be submitted and then click the 'Add to Submission' button. After all electronic files and zero reports (if applicable) have been added, click the 'Continue' button."

Below the text is a form area with a "Select File To Upload:" label, a text input field, a "Browse..." button, and an "Add to Submission" button.

Below the form is a table with the following data:

File Name	Report Type	Content Type	Size	Delete
Test Cash and Stock_20120927_165910.txt	Electronic	text/plain	54 KB	Delete
Packet 79498_20120928_122906.txt	Electronic	text/plain	11 KB	Delete

At the bottom of the form area is a "Continue" button.

The Upload Electronic File option is used to submit your electronic file created in the required NAUPA format. You can upload multiple electronic files through this application

- ❑ **Browse Button:** Click to select the file containing the NAUPA formatted report you intend to upload.
- ❑ **Add to Submission Button:** Click to upload your electronic file to be submitted.
- ❑ **Delete:** Click on this link to delete your file in case the wrong file was uploaded.

- ❑ **Continue Button:** This button will be active once a file is uploaded. Click this button once all your electronic files are uploaded. This action will validate the report and indicate whether the file is valid or not, as indicated on the screen below.

3.1.1.2 ELECTRONIC FILE SUMMARY PAGE WITH ERROR



Holder Reporting Online System

Report(s) Validation



Thank you for your patience. The uploaded electronic file(s) contains error(s) that must be corrected before submitting to the Bureau of Unclaimed Property. Click on "View Errors" to view the errors. Please review the Reporting Instructions Manual to assist you in resolving these errors. Once you have corrected the file, repeat the steps to submit your file(s).

NOTE: You have the option of proceeding with the submission of the valid file(s) or saving the valid file(s) for later submission with the corrected file. Saved valid file(s) will be maintained for 5 business days.

WARNING!!! Reports that have errors will be deleted. The Error Report will be maintained under the Reports link on Holder Reporting Online System Dashboard page.

File Name	Report Type	Content Type	Size	Is Valid	Error Report
File 1-1_20120920_141230.txt	Electronic	text/plain	8 KB		
Tangible Only Test File_20120920_145033.txt	Electronic	text/plain	83 KB		View Errors


Select An Option Below, Then Click The Continue Button

- ☐ By selecting this option, you can remove the rejected file(s) and continue with the submission of the valid file.
- ☐ By selecting this option, you can save the valid file(s) for later submission with the corrected file. Saved valid file(s) will be maintained for 5 business days.

[Add Another File](#)

[Continue](#)

- ❑ Indicates the file is valid and you may continue with the process
- ❑ Indicates the file is NOT valid and must be corrected before you can continue with the process

- ❑  The radio button gives you the option to keep the valid file for later submission or delete the invalid file and continue the rest of the process with the valid file.
- ❑ **View Errors:** Click this link to display the Electronic File Error Report as shown below in section 3.1.1.3. The errors listed on the electronic file must be corrected before it will be accepted by the Bureau. To correct the error, you will have to correct the original file that was uploaded and re-upload to the system.
- ❑ **Add Another File Button:** Click this button to take you back to the Report Submission Options page where you can upload your corrected electronic file or other unclaimed property report files (Electronic Files or Zero Reports).
- ❑ **Continue Button:** Click this button when you have uploaded all of your unclaimed property reports and you are ready to proceed with submitting the reports to the Bureau. **Do not click this button if you have not completed uploading all of your unclaimed property reports (Electronic Files or Zero Reports).**

3.1.1.3 ELECTRONIC FILE ERROR REPORT

Report 1 for year 2011

Reported Contact info

000012345 - 0001

TEST HOLDER

TEST TESTOR

TEST STREET

NotFound

NotFound - NotFound - 11111

Tel : 0-0 SIC : NotFound

1190 -> Owner last name field cannot contain punctuation.

Property Sequence number on file with error: 1

Total Errors =1

Total Count of Cash Properties from Report	= 3
Total Cash - Valid Properties from Report	= 65.01
Total Cash - All Properties from Report	= 65.01
Total Amount of Cash from Summary	= 65.01

Total Count of Stock Properties from Report	= 0
Total Stock - Valid Properties from Report	= 0.0000
Total Stock -All Properties from Report	= 0.0000
Total Stock value from Summary	= 0.0000

Total Count of Tangibles from Report	= 0
--------------------------------------	-----

Total Number of Properties	= 3
Total Number of Additional Owners	= 6

Total Records from summary record	= 11
Total Records properties and additional owners	= 3

CUMULATIVE CASH & STOCK FROM ALL REPORTS

Cumulative Report Count	= 1
Cumulative Cash -All properties from all report	= 65.01
Cumulative Stock-All properties from all report	= 0.0000


Errors will be listed with an identifying number (see red arrow above) and a description of the error to be corrected. In addition, the line number on the electronic file that contains the error will be provided. Please review the Reporting Instructions Manual to assist you in resolving these errors.

IMPORTANT: These errors must be corrected on the electronic file before it will be accepted by the Bureau.

NOTE: Not every error is detectable by the system; mostly name error(s) are not detectable in this application. You will be contacted by the Bureau if your report contains name errors or other questionable information that must be clarified or corrected.

3.1.1.4 ELECTRONIC FILE UPID ASSOCIATION PAGE


The purpose of this screen is to match each report to the UPID number under which the report is being filed.



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Holder Reporting Online System

Associate UPID to Electronic Report(s)



Please enter the Unclaimed Property Identification Number ("UPID") associated with the electronic report(s), then click "Continue".
Please click the 'Report Filing Options Page' button to delete files from this submission.

IMPORTANT!! Please print a copy of this page for your records once all Unclaimed Property Identification Number(s) have been entered.

*** DENOTES A REQUIRED FIELD.**

UPID Error Codes
Code 1: The Company FEIN is not valid for the UPID you entered.
Code 2: Invalid Zero Report. Report previously submitted for the same UPID and report year.
Code 3: Please input a valid UPID or contact the Department at EReporting@MyFloridaCFO.com.
Code 4: UPID must contain only numeric digits.

File Name	Holder Name	UPID *	FEIN	Report Year	Total Cash Reported	Total Shares Reported	Total Safe Deposit Boxes Reported
File 1-1_20120920_135919.txt	TEST HOLDER	<input type="text"/>	000012345	2011	\$65.01	0.0000	0

Report Filing Options Page Back Continue

For each file reflected under the “File Name” input the corresponding UPID for each report to be submitted. If you do not know the UPID for each report, contact the Bureau at EReporting@myfloridacfo.com.

- ❑ **Report Filling Options Page:** Click this button to take you back to the report filling options screen where you can load additional files.
- ❑ **Back Button:** Click this button to take you back to the previous page.
- ❑ **Continue Button:** Click this button to continue after inputting a valid UPID for each report uploaded. You will receive an error message if you input an invalid UPID for the FEIN provided on your unclaimed property report. This will take you to the File(s) Summary page as explained under Section 3.1.3 below.

3.1.2 Input Zero Report(s) Option

This option can only be used if you have researched your records and have no unclaimed property to report for the designated report year.

The screenshot shows the FLTreasureHunt.org website header with the Florida Department of Financial Services logo and Chief Financial Officer Jeff Atwater. Below the header is a navigation bar with links for Home, Events, Contact Us, and Log Out. The main heading is "Holder Reporting Online System". Underneath, there is a section titled "Report Filing Options" with a sub-heading "There are two options for filing your unclaimed property report(s). Select the tab below and proceed with your submission." Two tabs are visible: "Upload Electronic File" and "Input Zero Reports". The "Input Zero Reports" tab is selected, showing an information icon and text explaining that this option allows manual input of unclaimed property zero reports. It also includes a reminder about the Department's authority to audit holders. At the bottom of the selected tab is a large "Add Zero Report" button. Below the tab area is a "Continue" button.

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Holder Reporting Online System

Report Filing Options

There are two options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.

Upload Electronic File **Input Zero Reports**

This option allows you to manually input the unclaimed property zero report(s) to be submitted. Click the “Add Zero Report” button to proceed.

Once all reports to be submitted have been added (Electronic and/or Zero), click the “Continue” button.

As a reminder pursuant to Chapter 717, F.S., the Department has the authority to audit holders to verify information filed with the Department and to determine if there is unclaimed property that may have not been reported or was under-reported.

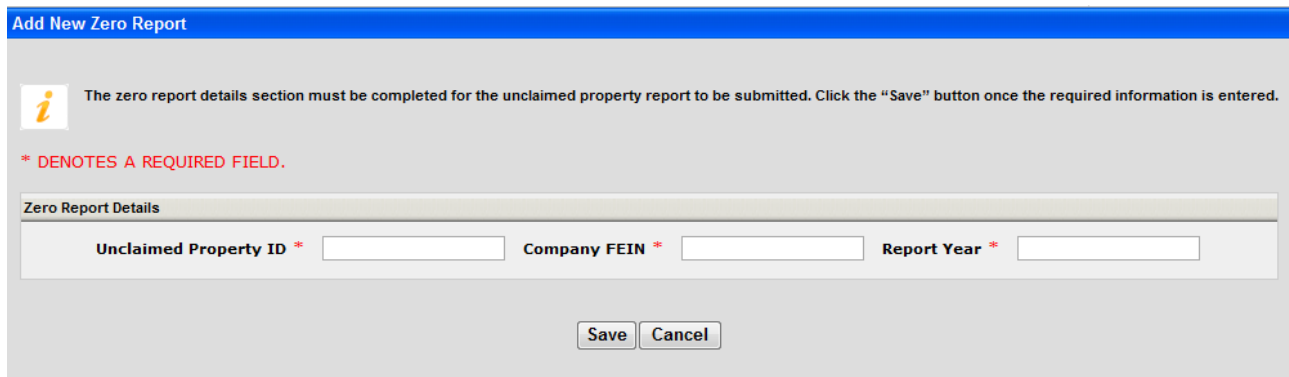
Add Zero Report

Continue

Add Zero Report Button: Click this button to take you to the Add New Zero Report page shown below.

- ❑ **Continue Button:** Click this button to take you to the report validation page (see 3.1.1.1 above). Note that this button will only be activated when a file is uploaded.

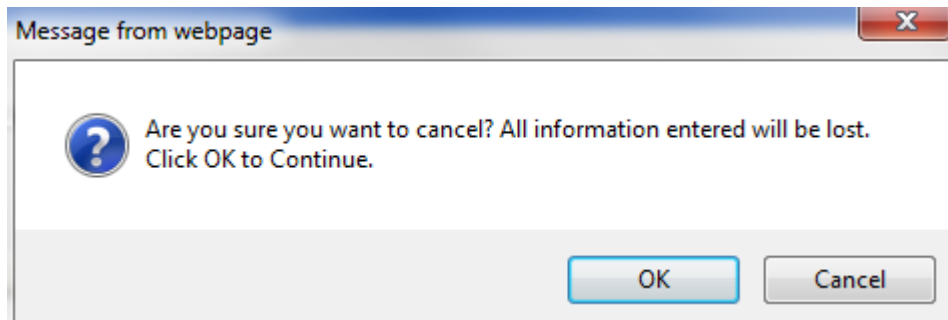
3.1.1.5 ADD NEW ZERO REPORT




The screenshot shows a web form titled "Add New Zero Report" with a blue header bar. Below the header, there is an information icon and a message: "The zero report details section must be completed for the unclaimed property report to be submitted. Click the 'Save' button once the required information is entered." Below this, a red asterisk indicates that fields marked with an asterisk are required. The form section is titled "Zero Report Details" and contains three input fields: "Unclaimed Property ID *", "Company FEIN *", and "Report Year *". At the bottom of the form are "Save" and "Cancel" buttons.

Input the identifying information for the unclaimed property report to be submitted.

- ❑ **Unclaimed Property ID:** Must be a number and be valid for the Company FEIN entered. You will receive an error message if you input a UPID that is not valid for the FEIN that was entered.
- ❑ **FEIN:** Must be 9 numbers and be valid for the Unclaimed Property ID entered. You will receive an error message if you input an invalid FEIN for the UPID that was entered.
- ❑ **Report Year:** Enter the four-digit year for which the property is being reported. Example: For the report period ending December 31, 2010, the report year will be "2010". For the report period ending December 31, 2011, the report year will be "2011". It cannot be a year subsequent to the current year.
- ❑ **Save Button:** Click this button to perform an edit check to ensure that no report was previously submitted for the report year entered, or the current file(s) uploaded do not have a report with the same UPID and report year. The information will be saved if it passes the edit check. NOTE: a zero report cannot be submitted if a report was previously submitted for the report year entered.
- ❑ **Cancel Button:** You will be prompted with a message to confirm the cancelation. Click the **OK** button to go back to the Report Filing Options page or click the **Cancel** button to return to the Add New Zero Report page.



3.1.3 File(s) Summary Page




TO THE STATE

CHIEF FINANCIAL OFFICER

JEFF ATWATER

FLORIDA DEPARTMENT OF FINANCIAL SERVICES



FLTreasureHunt.org

Division of Accounting and Auditing, Bureau of Unclaimed Property

Home Events Contact Us

Log Out

Holder Reporting Online System

File(s) Summary

Below is a summary of the file(s) that contain unclaimed property report(s) you have submitted. Please review the statement, check the box, and then click the "Certify and Submit Filing" button.

#	File Name	Total Cash Amount	Total Shares	Total S.D.B
1	File 1-1 20120920 141230.txt	\$65.01	0.0000	0
2	OnlineZeroReportFiling.txt	\$0.00	0.0000	0

Total Cash to be reported and remitted: \$65.01

Total Shares to be reported and remitted: 0.0000

Total Safe Deposit Boxes to be reported and remitted: 0

Total Manually entered Zero reports to be reported and remitted: 1

I, drrer dsfer, state that I have caused to be prepared and have examined this report(s) of property presumed unclaimed, under Chapter 717, Florida Statutes, for the period as stated, and will remit the total amount of items reportable to the FLORIDA DEPARTMENT OF FINANCIAL SERVICES. I further state that I am duly authorized by the holder herein to execute this report; and I believe this report is true, correct and complete as of this date, except for such property as has since ceased to be unclaimed.

By checking this box, you certify that the above is true ☐

Back

Certify And Submit Filing

This page provides a summary of each electronic file and zero report you have uploaded and awaiting submission to the Bureau of Unclaimed Property.

- ❑ **Certification Statement Check Box:** You must read the statement and check the box before you can submit your report to the Bureau.
- ❑ **Back Button:** Click to take you back to the previous page.
- ❑ **Certify and Submit Filing Button:** Click this button to take you to the Payment Selection Options page (See Section below). Remember to verify the accuracy of the submitted reports, read and check the box to agree with the report certification statement. You will receive an error message if the box after the report certification statement is not checked.

3.1.4 Payment Selection Options

[Home](#) [Events](#) [Contact Us](#) [Log Out](#)

PAYMENT SELECTION OPTIONS


PAYMENT/REMITTANCE IS NOW DUE

Total Cash to be remitted: \$4,189.75

The Bureau of Unclaimed Property is now able to accept electronic ACH payments via Bank of America. To use this free service select the "Pay Online" option.

Please select a payment option for the cash property and click "Continue".

NOTE: Prior to selecting the "Pay Online" payment option, you should contact your financial institution to ensure there are no existing ACH blocks on your account. Your bank will require our ACH Company ID number **B596001874 for this payment.**

☐ Pay Online (ACH/eCheck)  Remember to have your bank remove ACH blocks

☐ Pay via Wire Transfer - Remember to include your coupon #

☐ Mail in check - Remember to include your coupon #

For Share and Tangible property remittance instructions, go to the Payment/Remittance tab found on the Unclaimed Property Reporting Information page.

WARNING!!! THE UNCLAIMED PROPERTY REPORT IS CONSIDERED FILED ONLY UPON RECEIPT OF BOTH THE REPORT AND THE PAYMENT/REMITTANCE.

[Continue](#)


Florida Department of Financial Services © 2012
[Legislative Statute](#) | [Administrative Rules](#)

Payment/Remittance is due when you file your unclaimed property report. There are three (3) options for submitting your cash payments for the cash properties on your unclaimed property report.

- ❑ **Pay Online (ACH/eCheck):** Select this option to make an electronic ACH payment via a secure Bank of America website without any charges or fees. **IMPORTANT: Before utilizing this option, you should contact your financial institution to ensure there are no existing ACH blocks on your account. Your bank will require our ACH Company ID number B596001874 for this payment.**
- ❑ **Pay via Wire Transfer:** This option will take you to the wire transfer instructions page where you will find information about how to submit a wire transfer.
- ❑ **Mail in Check:** Although not a preferred option, checks are allowed and this button will take you to the mail in check instructions page. **You must enclose a copy of the coupon should you select to pay by check (See page 33)**

3.1.1.6 PAY ONLINE

Selecting this option from the above screen will open up the page below and help you identify some of the information required in order to process your online payment.



Home Events Contact Us Log Out

Holder Reporting Online System

Online Payment Instructions

You have selected the 'Pay Online' payment option. Once on the Bank of America website, your Reporting ID and the report(s) loaded will be displayed to confirm for payment. You will be required to provide the following:

1. Your User ID for the Holder Reporting Online System.
2. Your bank routing number and account number for the bank account from which to make the payment.
3. The answer to a security question from your registration to the Holder Reporting Online System.

Once the payment transaction is completed, you will be transferred back to the Holder Reporting Online System.

Your current session in the Holder Reporting Online System may expire while on the Bank of America website. However, the Bureau of Unclaimed Property will still have received notification of payment and will email a confirmation of payment to the email address on your registration account.

Click 'Go to Bank of America Website' to proceed with the Pay Online option.

NOTE: Please notify your bank that Bank Of America will be trying to access your account to withdraw money. If they are not notified they may refuse the transaction and your payment will not be received.

Go to Bank of America Website

Once you have the required information ready, click on the “Go to Bank of America Website” link and you will be transferred to a secure Bank of America site to process your payment (See next page below).

BANK OF AMERICA WEBSITE INPUT PAGE



To make your one-time payment enter your banking and payment information below.

Remit Information	
* Payment ID:	1781
Name:	Phillip Carlton
Remitter's FEIN:	998888888
Payment Type:	ECHECK
Report Year (s):	2012
Packet ID / Invoice ID:	70055
Total of Cash Items Reported & Remitted:	\$320.00
Total Shares of Stock Reported:	0.0000
Total Number Safe Deposit Boxes Reported:	0
Contact Name:	TEST TESTOR
Address:	111 TEST STREET
City, State, Zip:	TALLAHASSEE, FL, 32301
* indicates a required field	

Payment Information for FL Unclaimed Property ID - Payment ID #: 103504211 - 1781	
*Payment Account Type:	<input checked="" type="radio"/> Personal Checking <input type="radio"/> Personal Savings <input type="radio"/> Business Checking <input type="radio"/> Business Savings
*Name on Bank Account:	<input type="text"/>
*Bank Routing Number (ABA):	<input type="text"/>
*Banking Account Number (DDA):	<input type="text"/>
This transaction will be applied today to your Florida Unclaimed Property ID Number. Please allow 3 additional business days for this payment to post to your bank account.	
Payment Date:	04/10/2012
Payment Amount:	\$320.00
* indicates a required field	



- (1) The name on the account is found at the top of your check.
 (2) The Bank Routing Number is found on the bottom of your check between the two colons.
 (3) The Bank Account Number is found on the bottom of your check after the nine-digit bank routing number.

Powered by Online Resources Corp
 Provided by Bank of America

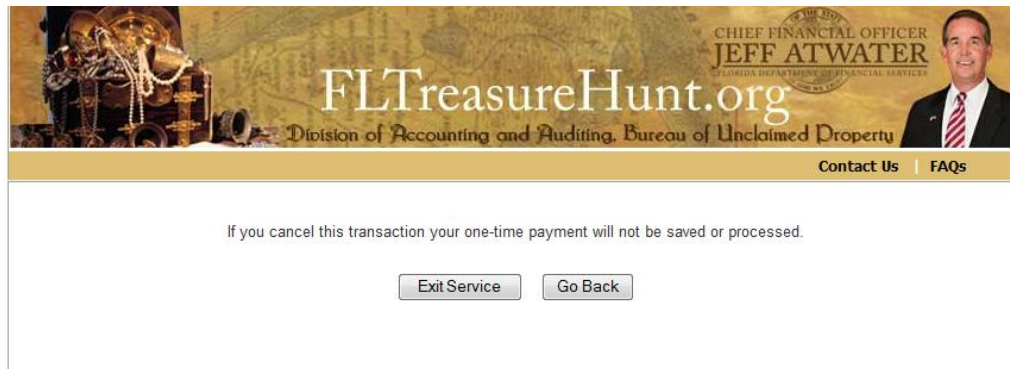
Remit Information Section

This section will be pre-populated with information obtained from your report submission on the Holder Reporting Online System. The total payment amount will be from the File(s) Summary page (See Section 3.1.3)

Payment Information Section

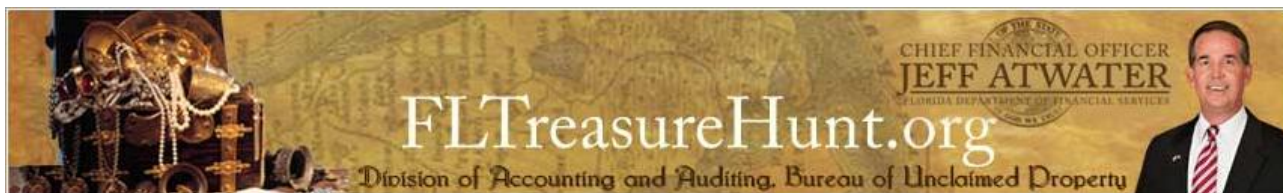
- ❑ **Name on Bank Account:** Input the name on the bank account from which you will be making payment.
- ❑ **Bank Routing Number (ABA):** Enter the bank routing number as provided in the “John Doe” example above.

- ❑ **Banking Account Number (DDA):** Enter the bank account number as provided in the “John Doe” example above.
- ❑ **Continue Button:** Will take you to the Bank of America Confirmation page.
- ❑ **Cancel Button:** Will take you to the page below where you will have to select to exit service or go back to the previous page. If you choose exit service your payment will not be saved or processed and you will have a Pending Payment in the Holder Reporting Online System.



- ❑ **Exit Service Button:** Will take you back to the Payment Selections Options page.
- ❑ **Go Back Button:** Will take you back to the previous page.

BANK OF AMERICA CONFIRMATION PAGE



[Contact Us](#) | [FAQs](#)

Please verify that all the information below is correct and select "CONFIRM" to schedule your payment. If the information is inaccurate, select "MODIFY" to make any required changes.

By clicking "CANCEL", your payment will not be processed and your session will be ended.

Challenge Question	
Question:	What is your FL Unclaimed Property User ID?
Answer:	<input type="text"/>
Remit Information	
Payment ID:	1781
Name:	Phillip Carlton
Remitter's FEIN:	998888888
Payment Type:	ECheck
Report Year (s):	2012
Packet ID / Invoice ID:	70055
Total of Cash Items Reported & Remitted:	\$320.00
Total Shares of Stock Reported:	0.0000
Total Number Safe Deposit Boxes Reported:	0
Contact Name:	TEST TESTOR
Address:	111 TEST STREET
City, State, Zip:	TALLAHASSEE, FL, 32301
Verify Payment Information	
Name on Account:	Test
FL Unclaimed Property ID - Payment ID:	103504211 - 1781
Bank Name:	BANK OF AMERICA, NA
Bank Routing Number (ABA):	063000047
Banking Account Number (DDA):	dfsdfsdf
Payment Date:	04/10/2012
Payment Amount:	\$320.00
TOTAL PAYMENT:	\$320.00

Powered by Online Resources Corp
Provided by Bank of America

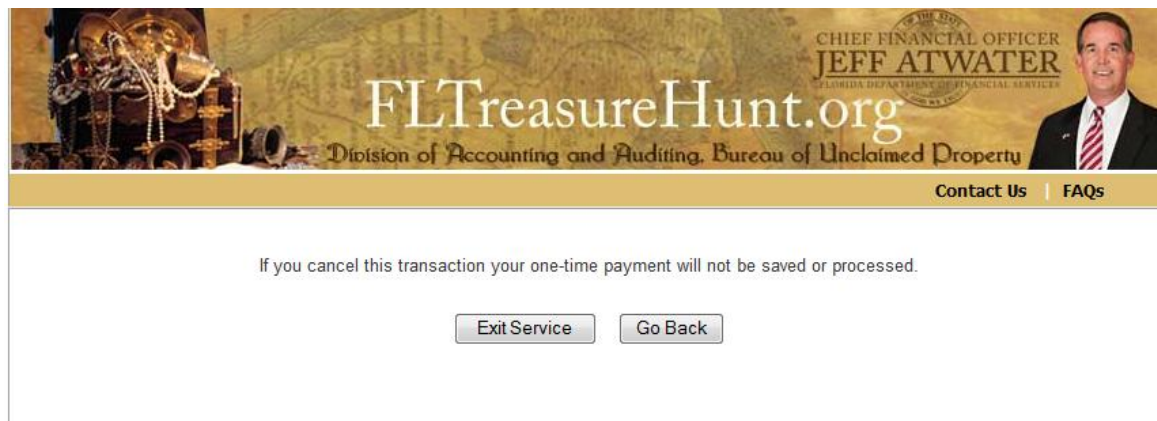
Challenge Question Section

- ❑ **Question:** The question will relate to information provided during the registration process.
- ❑ **Answer:** You must provide an answer that matches the information you provided in your registration with the Holder Reporting Online System.

Verify Payment Information Section

This section will be pre-populated with information entered on the previous screen (Bank of America Website Page). Please verify the accuracy of the information you input.

- ❑ **Confirm Button:** **Your payment is processed once this button is clicked.** Please only click this button if the information is correct and you are ready to submit the payment for your unclaimed property report.
- ❑ **Modify Button:** Click if any of the banking information entered (name on bank account, bank routing number or bank account number) needs to be corrected or changed.
- ❑ **Cancel Button:** Will take you to the page below where you will have to select to exit service or go back to the previous page. If you choose exit service, your payment will not be saved or processed and you will have a Pending Payment in the Holder Reporting Online System.



3.2 PENDING REPORTS OPTION

Once you are logged on to the dashboard, reports that have not been validated and or submitted to the Department will be displayed on the dashboard as shown below.



The screenshot shows the FLTreasureHunt.org dashboard. At the top is a banner with the website name, the division name 'Division of Accounting and Auditing, Bureau of Unclaimed Property', and a photo of Jeff Atwater, Chief Financial Officer. Below the banner is a navigation bar with links: Home, Events, Contact Us, and Log Out. The main content area is titled 'Holder Reporting Online System Dashboard' and includes a welcome message. A green note states: 'NOTE: There are 221 day(s) until the April 30, 2013 filing deadline.' A sidebar on the left contains links for Reports, Payments, and User Profile. The 'Pending Reports' section features a table with one entry: 'File 1-1_20120920_165538.bt', which is 6 KB in size, has a payment amount of \$65.01, and a delete checkbox. Below the table, instructions explain that reports not yet validated or submitted can be submitted or deleted. At the bottom are two buttons: 'Add/Submit Report(s)' and 'Delete Selected File(s)'.

Holder Reporting Online System Dashboard

Welcome to the Florida Bureau of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

NOTE: There are 221 day(s) until the April 30, 2013 filing deadline.

Pending Reports

File Name	File Type	Size	Pymt Amt	Delete
File 1-1_20120920_165538.bt	Electronic	6 KB	\$65.01	<input type="checkbox"/>

You have report(s) loaded into the online application that have not yet been validated and/or submitted to the Bureau of Unclaimed Property. Click the 'Add/Submit' button to submit the report(s) or check the box next to the file you would like to delete and click the 'Delete Selected File(s)' button.

- ❑ **Add/Submit Report(s) Button:** Click this button if you want to continue the filling process to submit the report.
- ❑ **Delete Selected File(s) Button:** Click this button if you want to delete the pending report.

3.3 ERROR REPORTS OPTION

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

Home Events Contact Us Log Out

Holder Reporting Online System Dashboard

Welcome to the Florida Bureau of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

NOTE: There are 221 day(s) until the April 30, 2013 filing deadline.

CLICK To Close Rejected Reports

File Name	UPID	Submission Date
Tangible Only Test File_20120920_145033.html	7738	Sep 20, 2012 2:50 PM
File 1-1_20120920_135722.html	7738	Sep 20, 2012 1:57 PM
File 1-1_20120920_135644.html	7738	Sep 20, 2012 1:56 PM
File 1-1_20120920_135506.html	7738	Sep 20, 2012 1:55 PM
File 1-1_20120920_135122.html	7738	Sep 20, 2012 1:51 PM

- ❑ **Error Reports Button:** Click this button to display all files with error(s). The error must be corrected before the file can be processed and submitted. To see the errors on the file, click the link to open the text file.

3.4 REPORT HISTORY OPTION

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

Home Events Contact Us Log Out

Holder Reporting Online System Dashboard

Welcome to the Florida Bureau of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

NOTE: There are 221 day(s) until the April 30, 2013 filing deadline.

CLICK to Close History

Coupon	Submitted Date	Total Cash	Total Shares	Safe Deposit Box
84604	09/20/2012	\$85.01	0.0000	0

Left Column Menu:

- Reports
 - Add New
 - Pending Reports
 - Error Reports
 - Report History**
- Payments
 - Outstanding Penalties
- User Profile
 - Login Profile
 - Contact Info

- ❑ **Report History:** Click on the link to see a summary of all reports submitted to the Department.

Coupon: Click on the coupon number (in blue) to reveal a summary of the reported cash, securities or safe deposit box content remitted to the Department. **You must enclose a copy of the coupon should you select to pay by check**

3.5 PENDING PAYMENTS

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

Home Events Contact Us Log Out

Holder Reporting Online System Dashboard

Welcome to the Florida Bureau of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

NOTE: There are 221 day(s) until the April 30, 2013 filing deadline.

CHECK OR WIRE TRANSFER PAYMENTS WILL BE DISPLAYED AS A PENDING PAYMENT UNTIL YOUR PAYMENT IS RECEIVED AND VALIDATED BY THE DEPARTMENT.

CLICK To Close Pending Payments

Coupon	Date Submitted	Payment Option	View Coupon	Amount Owed	Previous Amount Paid	Balance Owed
84604	09/20/2012	Wire	84604.pdf	\$65.01	\$0.00	\$65.01
					Grand Total:	\$65.01

Payment Options

Reports that have been submitted without payment will create a pending payment log that will be automatically displayed once you log onto the dashboard as shown above.

- ❑ **Payment Option Button:** Click on this link to access the payment screen where you can select to pay by check, wire or through Bank of America.
- ❑ **View Coupon:** Click on the number under “view coupon” to view and print your coupon. **You must enclose a copy of the coupon should you select to pay by check.**

3.6 OUTSTANDING PENALTIES

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

Home Events Contact Us Log Out

Holder Reporting Online System Dashboard

Welcome to the Florida Bureau of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

NOTE: There are 221 day(s) until the April 30, 2013 filing deadline.

CLICK To Close Outstanding Penalties

Packet Id	Report Recieved Date	Report Year	Annual Filing Penalty	Interest Penalty	Safe Deposit Box Penalty	Penalty Amount Paid	Penalty Amount Due
83983	05/14/2012	2011	\$110.00	\$32.21	\$0.00	\$0.00	\$142.21
					Grand Totals	\$0.00	\$142.21

Pay Penalties On Line

- ❑ **Outstanding Penalties:** Click on this link to view all outstanding penalties as shown above.
- ❑ **Pay Penalties On Line Button:** Click on this button to take you to the online payment instruction page where you may pay your penalties through a secure Bank of America site.

3.7 USER PROFILE



The screenshot shows the FLTreasureHunt.org website. The header features a banner with the text "FLTreasureHunt.org" and "Division of Accounting and Auditing, Bureau of Unclaimed Property". To the right of the banner is a portrait of Jeff Atwater, Chief Financial Officer. Below the banner is a navigation bar with links: Home, Events, Contact Us, and Log Out. The main content area is titled "Phillip Carlton" and "Holder Reporting Online System Dashboard". A welcome message states: "Welcome to the Florida Bureau of Unclaimed Property's Holder Reporting Online System. Use the menu options listed below in the left column to view information about your reports and user profile." A green note indicates: "NOTE: There are 222 day(s) until the April 30, 2013 filing deadline." On the left, a sidebar menu lists the following options: Reports (Add New, Pending Reports, Error Reports, Report History), Payments (Outstanding Penalties), and User Profile (Login Profile, Contact Info). A red arrow points to the "User Profile" link in the sidebar menu.

CHIEF FINANCIAL OFFICER
JEFF ATWATER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

Home Events Contact Us Log Out

Phillip Carlton

Holder Reporting Online System Dashboard

Welcome to the Florida Bureau of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

NOTE: There are 222 day(s) until the April 30, 2013 filing deadline.

Reports
Add New
Pending Reports
Error Reports
Report History

Payments
Outstanding Penalties

User Profile
Login Profile
Contact Info

3.8 LOGIN PROFILE OPTION

The screenshot shows the FLTreasureHunt.org website header with navigation links (Home, Events, Contact Us, Log Out) and a banner for Jeff Atwater, Chief Financial Officer. Below the header is the 'User Profile Information' section, specifically the 'Registration' form. The form includes fields for Name (First and Last), Phone Number (Area Code, Number, and Ext.), Email Address, Re-Enter Email Address, Password, and two Security Questions with answers. A red asterisk indicates required fields. A 'Cancel Edit' link is next to the Re-Enter Email Address field. At the bottom are 'Save' and 'Cancel' buttons.

FLTreasureHunt.org
Division of Accounting and Auditing, Bureau of Unclaimed Property

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User Profile Information

Registration

* DENOTES REQUIRED FIELD

Name (First) * (Last) *

Phone Number (Area Code) * (Number) * (Ext.)

Email Address *

Re-Enter Email Address * Cancel Edit

Password ***** Edit

Security Question #1 * Select Security Question

Answer #1 * (must be greater than 1 character)

Security Question #2 * Select Security Question

Answer #2 * (must be greater than 1 character)

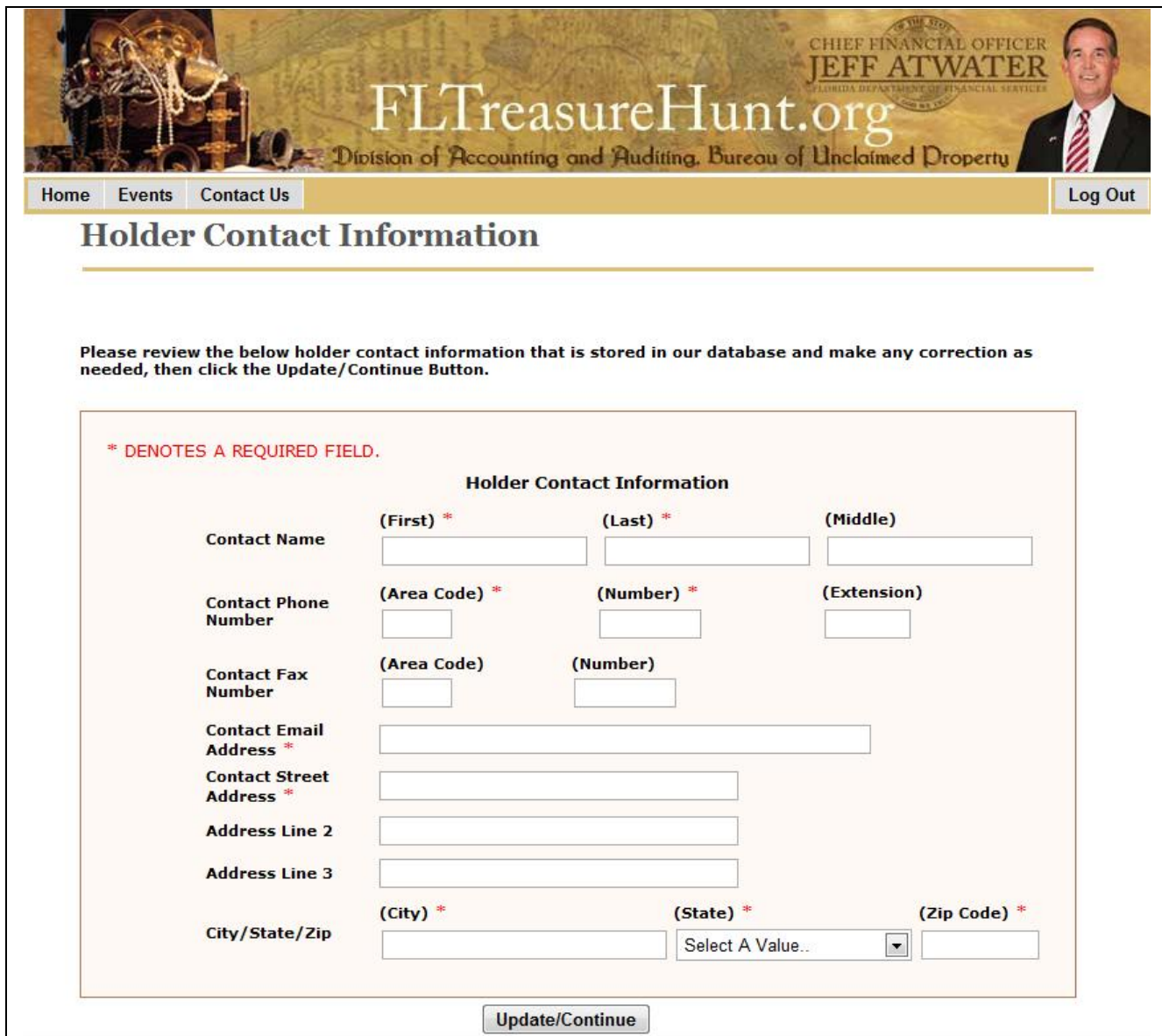
Save Cancel

This screen can be used to update or revise selected information captured in the Registration process.

- ❑ **Name (First) and (Last):** Names must be alpha and more than 1 character.
- ❑ **Phone Number (Area Code), (Number) and (Ext.):** Area Code - must be 3 digits; Number - must be 7 digits (no dashes or spaces); Extension - not more than 10 digits.
- ❑ **Email Address:** Must be in a valid email address format.
- ❑ **Re-Enter Email Address:** Must be in a valid email address format and be exactly what was entered in the Email Address above.

- ❑ **Security Question #1:** Question must be selected.
- ❑ **Answer #1:** Must be greater than 1 character.
- ❑ **Security Question #2:** Question must be selected.
- ❑ **Answer #2:** Must be greater than 1 character.
- ❑ **Save Button:** Click this button to save your information and go back to the Dashboard page.
- ❑ **Cancel Button:** Click this button to take you back to the Dashboard page.

3.9 CONTACT INFO OPTION



The screenshot shows the FLTreasureHunt.org website. The header includes the site name, a banner for the Chief Financial Officer Jeff Atwater, and navigation links for Home, Events, Contact Us, and Log Out. The main heading is "Holder Contact Information". Below this, a message states: "Please review the below holder contact information that is stored in our database and make any correction as needed, then click the Update/Continue Button." The form itself is titled "Holder Contact Information" and includes a note: "* DENOTES A REQUIRED FIELD." The form fields are as follows:

Holder Contact Information			
Contact Name	(First) *	(Last) *	(Middle)
Contact Phone Number	(Area Code) *	(Number) *	(Extension)
Contact Fax Number	(Area Code)	(Number)	
Contact Email Address *			
Contact Street Address *			
Address Line 2			
Address Line 3			
City/State/Zip	(City) *	(State) *	(Zip Code) *

At the bottom of the form is an "Update/Continue" button.

This screen can be used to revise or update holder contact information currently in the Bureau's database for the holder number you entered.

- ❑ **Contact Name (First), (Last) and (Middle):** Names must be alpha and more than 1 character.
- ❑ **Contact Phone Number (Area Code), (Number) and (Extension):** Area Code - must be 3 digits; Number - must be 7 digits (no dashes or spaces); Extension - not more than 10 digits.

- ❑ **Contact Fax Number (Area Code) and (Number):** Area Code must be 3 digits And Number must be 7 digits.
- ❑ **Contact Email Address:** Must be in a valid email address format.
- ❑ **Contact Address, Address Line 2 and Address Line 3:** Must be a valid mailing address.
- ❑ **City:** Must be a valid city.
- ❑ **State:** Must be a valid state.
- ❑ **Zip Code:** Must be 5 or 9 numbers (no dashes or spaces).
- ❑ **Update/Continue Button:** Click this button to continue. An email confirming your registration will be sent to the email address provided in the registration process above.